

Fallsburg Library Trustee Monthly Meeting  
November 19, 2020  
\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Absent - Unexcused
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Present
David Lawrence, Trustee	Absent - Excused
Katherine Rosado-Houser Board Secretary	Present
Kelly Wells, Director	Present

Meeting Commenced at 5:15 P.M.  
The Pledge of Allegiance was recited.

Public Comment-

N/A

Approval of Minutes

- **October 22, 2020 Regular Meeting-** Board member Ronnie Cohen moved and board member, Sonny Smith seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of October 31, 2020 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$30,594.60
<b>Money Market</b>	\$634,909.00
<b>ICS</b>	\$123,996.49
<b>CD</b>	\$103,500.33 (Due November 2020)
<hr/>	
	\$893,000.42

The following deposits were made to the money market account during this statement period:

10/13/2020	\$150.00
10/19/2020	\$2,266.00
10/31/2020	\$304.22 (interest)

Board member Judith Merone moved and board member Katherine Rosado-Houser seconded a motion to approve the Financial Report as presented. All in favor

**Approval of Warrants**

**November 16, 2020** in the amount of \$27,707.30.

Board member, Ronnie Cohen moved and board member, Sonny Smith seconded the motion to approve the warrant as presented. All in favor.

**November 19, 2020** in the amount of \$1,892.22.

Board member, Ronnie Cohen moved and board member, Sonny Smith seconded the motion to approve the warrant as presented. All in favor.

**Director's Report**

Director Wells read from her director's report (copy attached).

**Old Business**

The two full time employees chose their health plan from the options presented - possibility of a cheaper option discussed for one of the eligible employees.

**New Business**

Director time off requested for November 30-December 11, 2020 approved.

**Correspondence**

N/A

**Committee Reports**

Personnel- Judith Merone and David Lawrence

N/A

Budget- Ronnie Cohen and Katherine Rosado-Houser

N/A

Building/Grounds- Sonny Smith and Renee Kates.

N/A

**Adjournment**

Board member Judith Merone moved and board member Katherine Rosado-Houser seconded the motion to adjourn the meeting at 6:15 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
November 19, 2020

- Pledge
- Public Comment
- Approval of Minutes
  - October 22, 2020
- Financial Report
- Approval of Warrant(s)
  - November 16, 2020
  - November 19, 2020
- Director Report
- Old Business
  - Health Insurance Update
- New Business
  - Director Time Off Request (November 30-December 11, 2020)
- Correspondence
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
November 19, 2020  
Financial Report

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Summary of Account:

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The following deposits were made to the money market account during this statement period:

10/13/2020	\$150.00
10/19/2020	\$2,266.00
10/31/2020	\$304.22 (Interest)

# Fallsburg Library Transactions by Account

As of November 16, 2020

Type	Date	lur	Name	Split	Amount	Balance
Bill	11/16/2020	AFLAC	AFLAC		62.04	0.00
Bill	11/16/2020	AIR Rent Property Group LLC	453 Rent		3,300.00	3,362.04
Bill	11/16/2020	Amazon Capital Service	411/479 Movies/program supplies		244.20	3,606.24
Bill	11/16/2020	Ameri Gas	450 Utilities-Electric, Propane		11.99	3,618.23
Bill	11/16/2020	Baker & Taylor Inc	410 Books		429.02	4,047.25
Bill	11/16/2020	Cosopolitan	413 Periodicals		15.00	4,062.25
Bill	11/16/2020	DeLage Landen Financial Services	200 Equipment		88.35	4,150.60
Bill	11/16/2020	Electronic Business Products, Inc	430 Office supplies		69.59	4,220.19
Bill	11/16/2020	fox Ledge, Inc	451 Custodial Supplies		13.50	4,233.69
Bill	11/16/2020	MidWest Tape	411 Movies		82.47	4,316.16
Bill	11/16/2020	Monticello Greenhouse	429 Misc.		48.00	4,364.16
Bill	11/16/2020	National Pen	434 Publicity / Printing		144.94	4,509.10
Bill	11/16/2020	New York State & Local Employees	P 9010.800 NYS Retirement		21,762.00	26,271.10
Bill	11/16/2020	NYSEG	450 Utilities-Electric, Propane		78.90	26,350.00
Bill	11/16/2020	Over Drive, Inc	415 e-content		559.96	26,909.96
Bill	11/16/2020	Quill Corporation	430/479 Office/program supplies		182.82	27,092.78
Bill	11/16/2020	S & S Worldwide	479 Program supplies		83.29	27,176.07
Bill	11/16/2020	Time Warner Cable	456 Internet Service		119.99	27,296.06
Bill	11/16/2020	Town of Fallsburg	431 Telephone		83.69	27,379.75
Bill	11/16/2020	Kelly Wells (HRA)	P9060.800 Health Flex		244.00	27,623.75
Bill	11/16/2020	Kelly Wells (petty cash)	433/479 Postage/program supplies		83.55	27,707.30
Total Accounts Payable					27,707.30	27,707.30
<b>TOTAL</b>					<b>27,707.30</b>	<b>27,707.30</b>

# Fallsburg Library

## Transactions by Account

As of November 19, 2020

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
<b>Accounts Payable</b>									
Bill	11/19/2020		Constellation				450 Utilities-Electric, Propane	39.54	39.54
Bill	11/19/2020		MVP Health Care Inc				P9060.800 Health Insurance	1,852.68	1,892.22
								<u>1,892.22</u>	<u>1,892.22</u>
								<u><b>1,892.22</b></u>	<u><b>1,892.22</b></u>
<b>Total Accounts Payable</b>									
<b>TOTAL</b>								<u><b>1,892.22</b></u>	<u><b>1,892.22</b></u>

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through November 19, 2020

	Jul 1 - Nov 19, 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	284.56	500.00	-215.44	56.91%
P2401 Interest and Earnings	1,733.67	1,000.00	733.67	173.37%
P2705.00 Gifts and Donations	27.20	50.00	-22.80	54.4%
P2760.30 LSG Local Lib Serv.Aid	2,195.00	0.00	2,195.00	100.0%
P2770.99 Copy Mach/Fax fees	591.25	2,000.00	-1,408.75	29.56%
<b>Total Income</b>	<b>426,015.92</b>	<b>424,734.24</b>	<b>1,281.68</b>	<b>100.3%</b>
<b>Expense</b>				
200 Equipment	530.10	1,400.00	-869.90	37.86%
410 BookS	3,806.96	9,500.00	-5,693.04	40.07%
411 Films,DVD or VHS	374.29	4,000.00	-3,625.71	9.36%
412 Recordings /Tapes, discs	62.98	2,000.00	-1,937.02	3.15%
413 Periodicals	402.17	1,400.00	-997.83	28.73%
415 e-content	3,288.45	6,000.00	-2,711.55	54.81%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	0.00	400.00	-400.00	0.0%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	48.00	300.00	-252.00	16.0%
430 Office/Book/Library supply	666.46	3,000.00	-2,333.54	22.22%
431 Telephone	239.26	1,200.00	-960.74	19.94%
432 Telecommunications	1,402.44	3,500.00	-2,097.56	40.07%
433 Postage	55.00	400.00	-345.00	13.75%
434 Publicity / Printing	186.94	500.00	-313.06	37.39%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	7,976.56	20,000.00	-12,023.44	39.88%
437 Professional Fees	785.00	10,650.00	-9,865.00	7.37%
438 Membership dues	127.50	800.00	-672.50	15.94%
450 Utilities-Electric, Propane	492.70	6,000.00	-5,507.30	8.21%
451 Custodial Supplies	537.75	700.00	-162.25	76.82%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	15,904.42	48,000.00	-32,095.58	33.13%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	719.94	1,700.00	-980.06	42.35%
469 Oper. & Mant. Exp-Sec sys	170.32	800.00	-629.68	21.29%
475 Annual Election	0.00	1,300.00	-1,300.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	348.00	900.00	-552.00	38.67%
478 Building Fund	0.00	1,500.00	-1,500.00	0.0%
479 Programming	383.55	4,000.00	-3,616.45	9.59%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,501.16	29,000.00	-7,498.84	74.14%
P9040.800 Workers Compensation	1,910.00	2,800.00	-890.00	68.21%

## Fallsburg Library Profit & Loss Budget vs. Actual July 1 through November 19, 2020

	<u>Jul 1 - Nov 19, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P9055.800 disability	0.00	330.00	-330.00	0.0%
<b>P9060.800 Health Insurance</b>				
Health Flex Plan	336.29	2,000.00	-1,663.71	16.82%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	7,696.12	30,000.00	-22,303.88	25.65%
<b>Total P9060.800 Health Insurance</b>	<b>8,532.41</b>	<b>34,000.00</b>	<b>-25,467.59</b>	<b>25.1%</b>
<b>Payroll Expenses</b>				
Direct Deposit Fees	90.00	400.00	-310.00	22.5%
P7410.141 Library Director	20,080.80	58,000.00	-37,919.20	34.62%
P7410.143 Library Clerk	11,534.40	33,321.60	-21,787.20	34.62%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	3,948.47	15,152.80	-11,204.33	26.06%
P7410.147 Clerk	4,285.05	16,816.80	-12,531.75	25.48%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	11,008.80	31,803.20	-20,794.40	34.62%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	722.40	-722.40	0.0%
Payroll Expenses - Other	5,363.80	0.00	5,363.80	100.0%
<b>Total Payroll Expenses</b>	<b>56,311.32</b>	<b>195,383.20</b>	<b>-139,071.88</b>	<b>28.82%</b>
<b>Payroll Taxes</b>				
P9030.800 SS / Med				
FICA	3,515.92	12,088.96	-8,573.04	29.08%
Medical	822.27	2,882.08	-2,059.81	28.53%
<b>Total P9030.800 SS / Med</b>	<b>4,338.19</b>	<b>14,971.04</b>	<b>-10,632.85</b>	<b>28.98%</b>
<b>Total Payroll Taxes</b>	<b>4,338.19</b>	<b>14,971.04</b>	<b>-10,632.85</b>	<b>28.98%</b>
<b>Total Expense</b>	<b>138,646.83</b>	<b>424,734.24</b>	<b>-286,087.41</b>	<b>32.64%</b>
<b>Net Ordinary Income</b>	<b>287,369.09</b>	<b>0.00</b>	<b>287,369.09</b>	<b>100.0%</b>
<b>Net Income</b>	<b>287,369.09</b>	<b>0.00</b>	<b>287,369.09</b>	<b>100.0%</b>



Director's Report  
November 19, 2020

We're still seeing and feeling the impacts of COVID-19 system-wide. Many of the Rockland County libraries are operating with curbside services only as some libraries were located within 'red zones' in that county. Although numbers here in Sullivan County have been ticking up, we're still comfortable continuing as we have been – curbside services and in building use by appointment only at 30 minutes per person/per day. We very rarely have more than 1 person/family in the building at any given time – and I think 4 separate appointments on a given day in the building has been the most we've had thus far. We've been keeping steady with curbside though – especially on days when we get deliveries (Mondays, Wednesdays, and Fridays).

RCLS has received funds from DLD (Division of Library Development) to disburse to member libraries for reimbursement of various PPE costs. I submitted the paperwork/receipts needed by RCLS to try and recoup some of our costs – though as of the writing of this I am not sure if everything will count. Our biggest expenses were the UV Sanitizing wands and extra hand soap/hand sanitizer. Based on the formula used by RCLS to disburse the funds, we were eligible to receive \$708 in reimbursements – the receipts I sent in totaled a little bit more than that – but as I stated, I'm unsure if everything I submitted will be approved. Either way, every little bit will help.

NYS has also passed a new piece of legislation that will affect us – which was signed into law by Governor Cuomo on September 7, 2020. As a public employer, we need to have a Pandemic Response Plan approved and in place by April 2021. Grace has shared a template that was used (and approved by a lawyer) in another library system. I'm working on putting our information in to adapt it to our library, but before we can complete that we'll have to pass a 'Remote Work Policy' as well. RCLS has one that they put into place back in March so I am also looking over that and working on adapting it to our situation and needs. These will be forthcoming – likely coming before you all for approval at our January meeting – though I will share drafts of each well before.

Respectfully submitted,  
Kelly